

HQ Air Force Personnel Center

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The Scientist^{ce} and Engineer Career Field Management Team (formerly Scientist and Engineer Career Program)



**Mr. Richard Creekmore
AFPC/DPKCW
04 Nov 2004**

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Overview

- **Background**
- **Who We Are**
- **SECFMT Responsibilities**
- **Career Field Management**
- **Promotion Plans**
- **Palace Acquire**
- **Training (MDC/CCDP)**
- **Tuition Assistance (TA)**
- **Robust Recruiting**
- **Career Broadening**
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Background

- **Scientist & Engineer Career Program (SECP)**
 - **Established in 1988**
 - **Purpose: Identify and Develop Well Trained, Highly Skilled Employees to Meet Air Force S&E Needs**
- **Career Programs established as Management Tools**
 - **Centralized control of covered positions**
 - **Referral certificates**
 - **Career broadening assignments**
 - **Facilitate S&E career program policy decisions**
- **In August 2004, SECP renamed Scientist & Engineer Career Field Management Team (SECFMT)**
 - **Less involvement with Referral certificates**
 - **More involvement with Development Teams**



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Who We Are (S&E Functional Management)

SAF/AQ, Lt Gen John Corley

S&E Senior Functional

SAF/AQR, Mr James B. Engle

SECP Advisory Council Chairman

SAF/AQRE, Col Craig Kimberlin

S&E Senior Functional Staff



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Who We Are- SECFMT Members

Ron Garcia - SECFM Team Chief

Becky Clemenza - Tuition Assistance (Grad + Cont. Ed)

Deene Gott - PALACE Acquire/Tuition Assistance

***Joyce Brookins - PALACE Acquire/Certificate Process
(Robins)***

***James Barnett - Recruiting/CCDP/Certificate Process
(Hill, Kirtland)***

***Rick Creekmore - Certificate Process/Development
Team***

Roland Umipeg - Recruiting

***Gary Starnes - MDC Courses/Computer Support
(shared)***

Stephanie Cottrell - Admin Support

Joshua Miner - Admin Support



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Career Field Management

■ **New name for SECP**

- **Now to be referred to as Scientist and Engineer Career Field Management Team (SECFMT)**

■ **AFPC/DPC/DPK Reorganization**

- **Career Programs (DPK) no longer issue referral certificates- now accomplished by Palace Compass (DPC)**
- **AFPC/DPC staffing teams reorganized from regional to career field concept**
- **This affects those organizations serviced by Palace Compass (DPC)**
 - **ALCs, Wright Patterson, AIA not affected at this time**



Career Field Management

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■ Career Field ID

- All civilian AF positions will have a career field ID associated with it
- There are 61 occupational series identified for S&E career field
- The following career fields share some of these series with S&E
 - Civil Engineering, Comm- Info, Manpower, Financial, Medical, Logistics, Safety
- Career Field ID will be K (S&E) if the position FAC code or Organizational Function Code is not in one of the above career fields

■ Career field ID will have numerous purposes

- Identifies an incumbent to a career field (for the duration they are in the position)
- Determines which Palace Compass staffing team will fill the position
- For centrally managed positions (formerly career covered positions), determines which career field management team will pay for PCS, Tuition Assistance



Career Field Management

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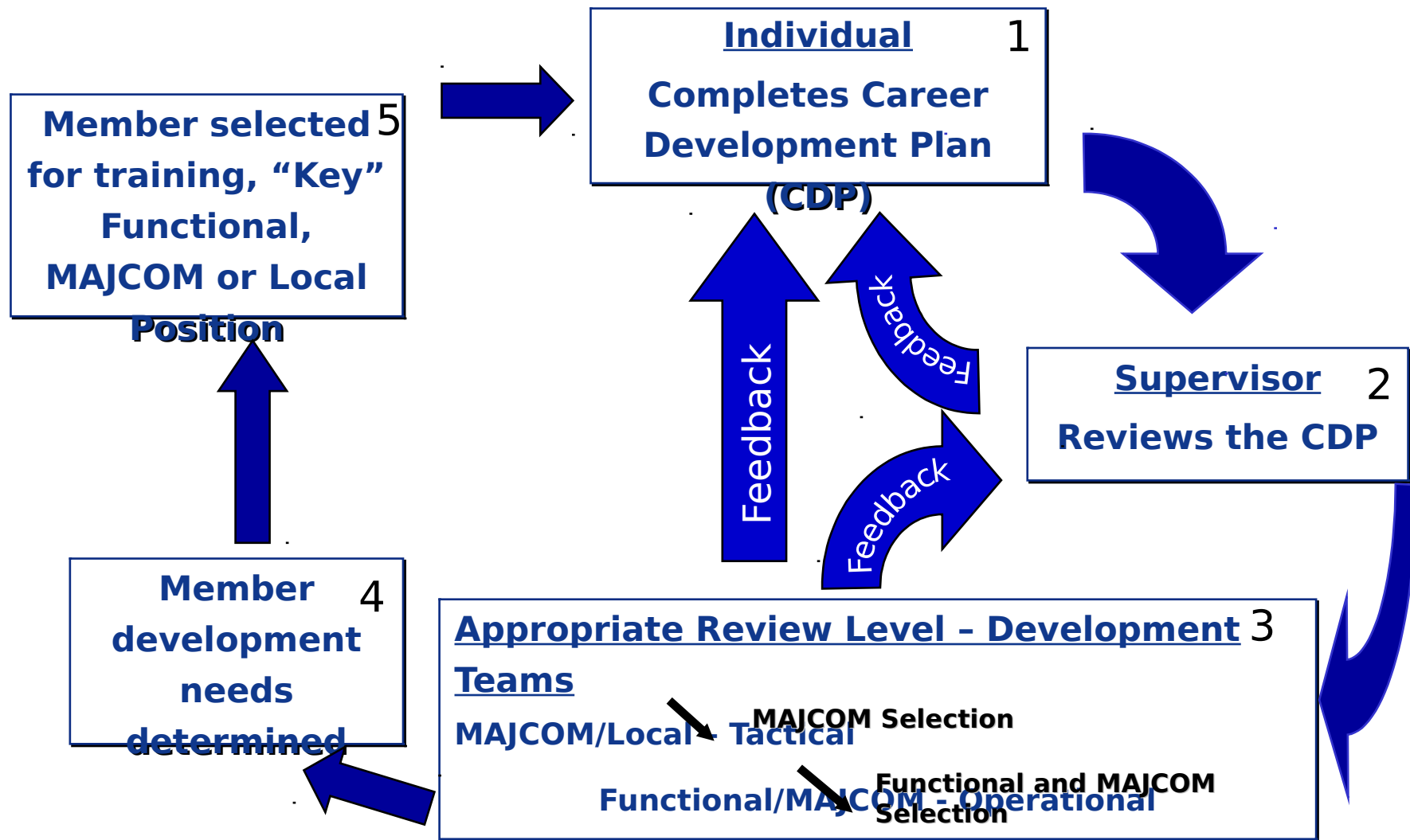
- **SECFMT developing implementation plans and milestones in partnership with SAF/AQRE to implement Civilian Force Development (CFD) and support Development Teams (DTs)**
 - **SECFMT has identified a POC (Rick Creekmore) to support the CFD and DT effort**
 - **SECFMT role should be similar to military assignment teams (duties as per AFI 36-2640)**
 - **Implementation would follow the guidelines established in Civilian S&E Force Development briefing developed by SAF/AQR, draft Civilian Force Development CONOPS, and AFI 36-2640 Total Force Development (Active Duty Officer)**

- **<http://www.safaq.hq.af.mil/aqre/se/>**



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S&E Force Development

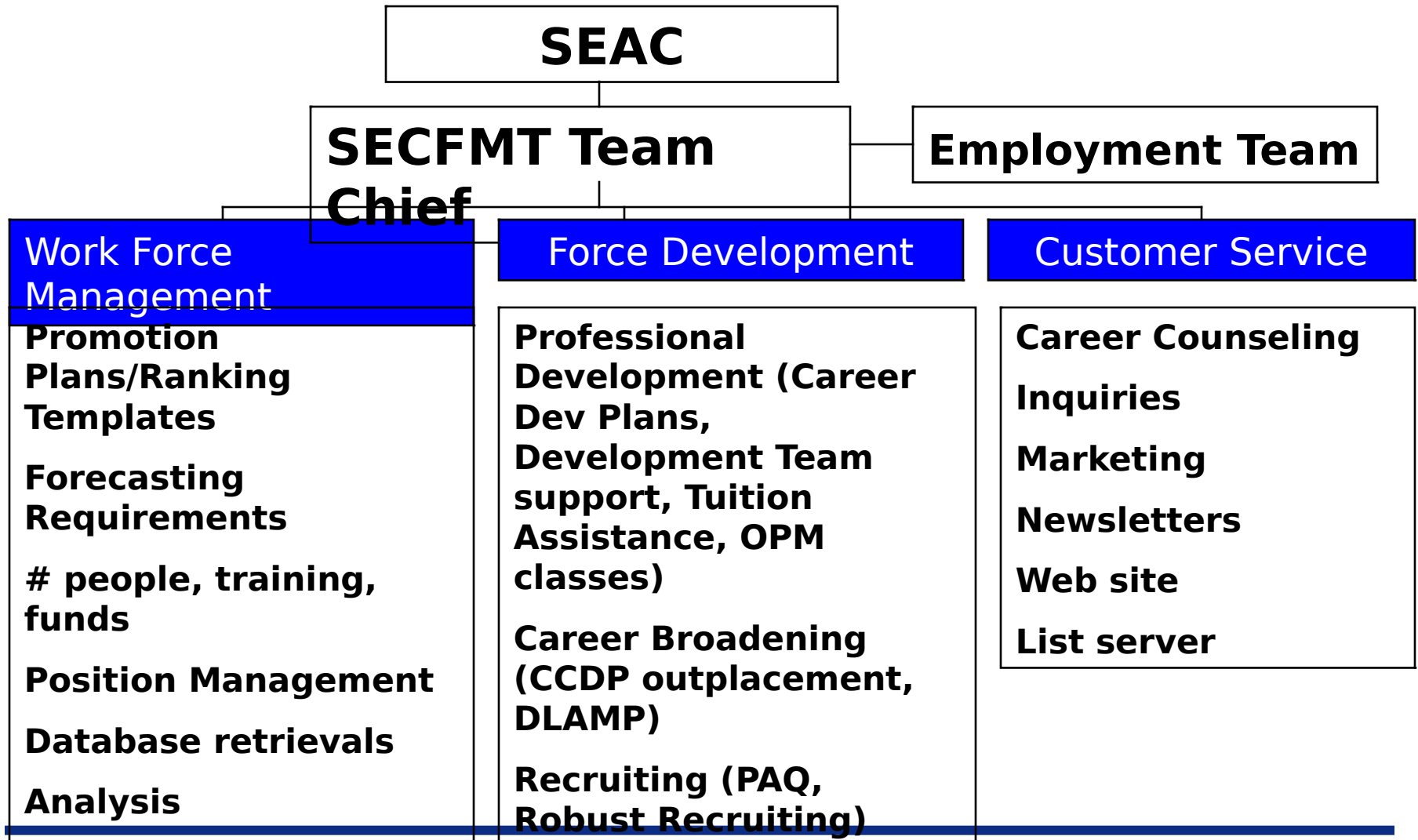


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S&E Career Field Management Team Responsibilities





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S&E Career Field Coverage

- **Focus Group = 10,088 people**
- **61 Different Occupational Series**
- **Centrally Managed = 1,495 people**
 - **Supervisory Levels 1, 2, 3, 4, & 5**
 - **GS-13/14/15, and Lab Demo DR III & IV, ACQ Demo NH-IV in one of the 61 S&E occupational series**
 - **Share Some Series (e.g., 801, 854, 855, 1301, 1515, 1550) with CE, Comm-Info, Finance, Manpower, Medical, Bio Science, or Safety**



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Series

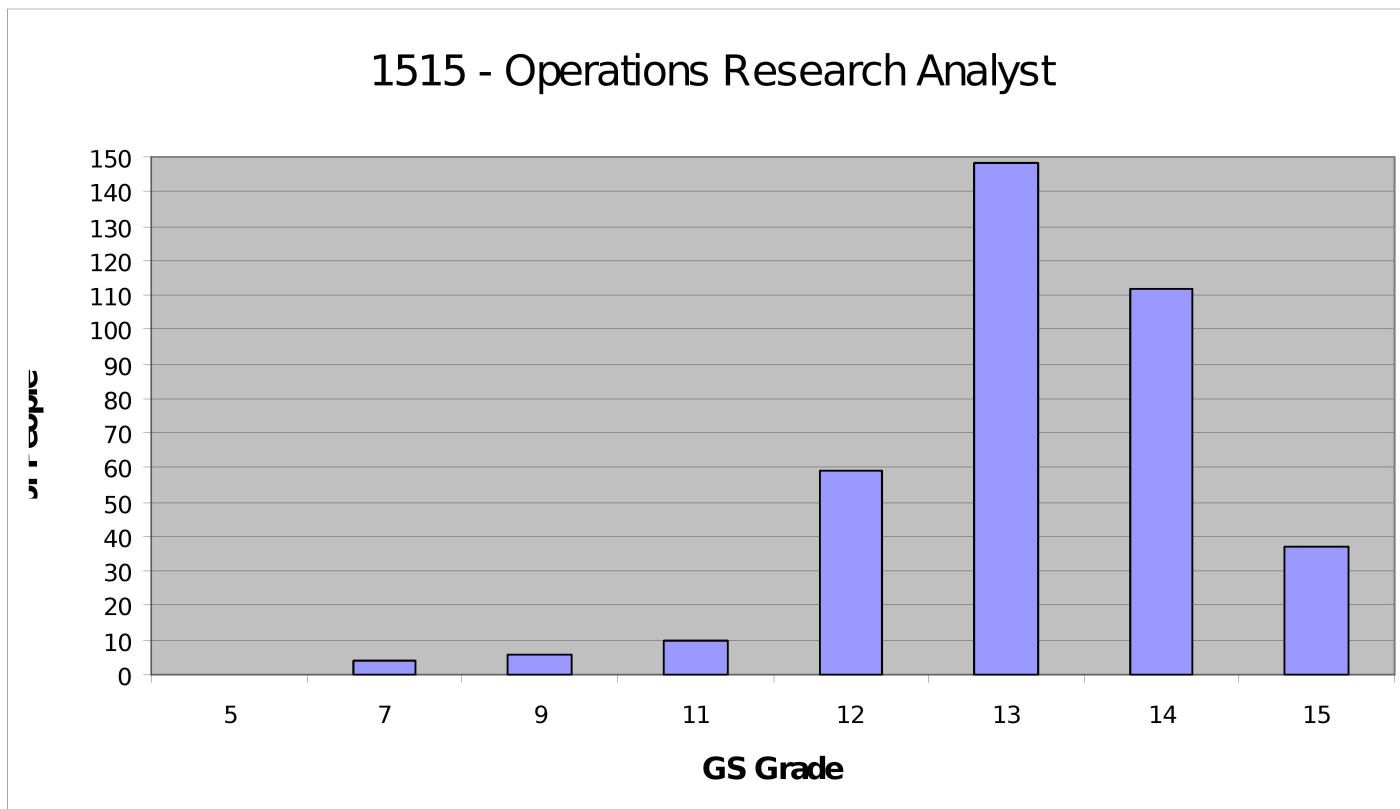
Operations Research

- **Total = 383 people** ***Analyst***
 - **343 in S&E Focus group**
 - **28 in Finance**
 - **12 in Comm-Info**

- **S&E Centrally Managed = 95 people**

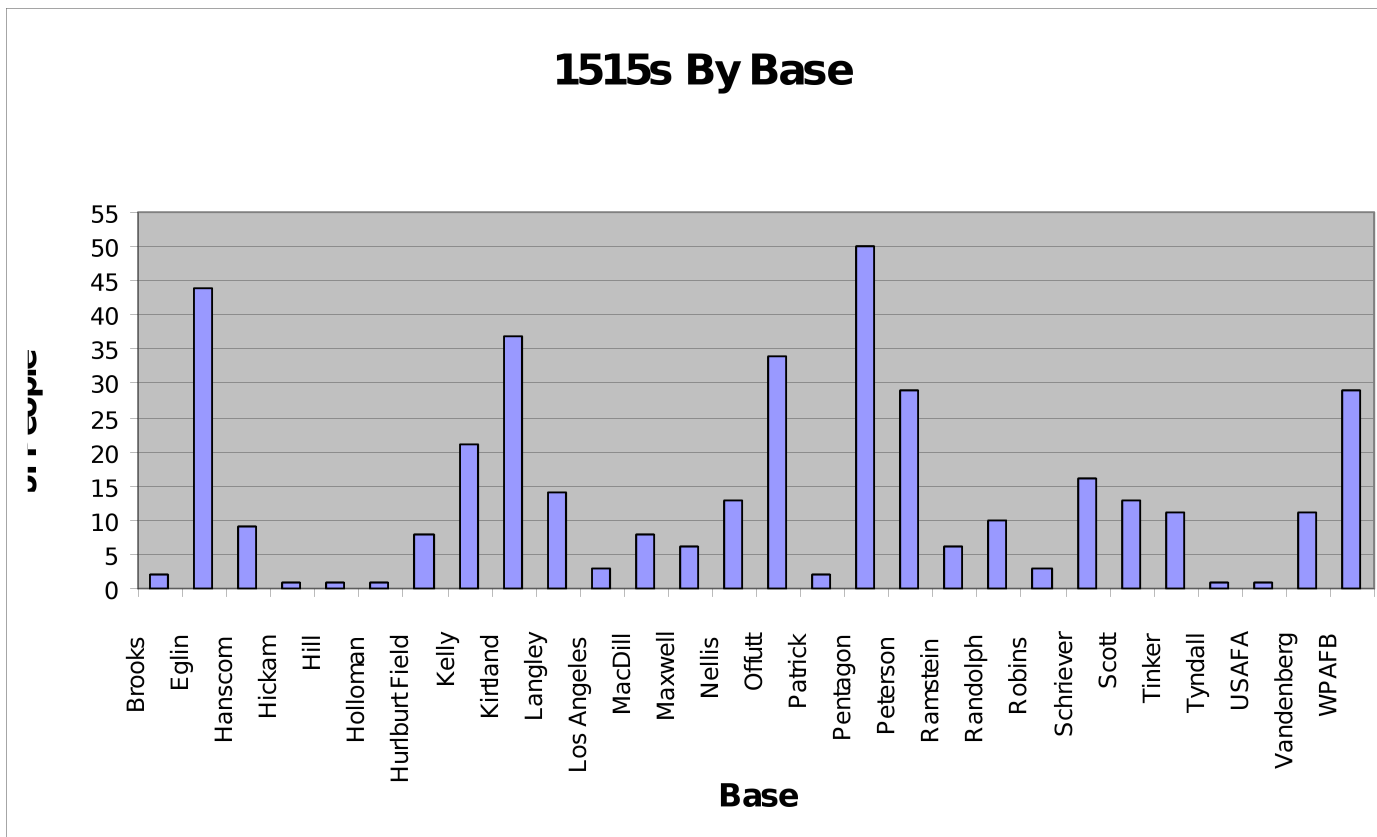


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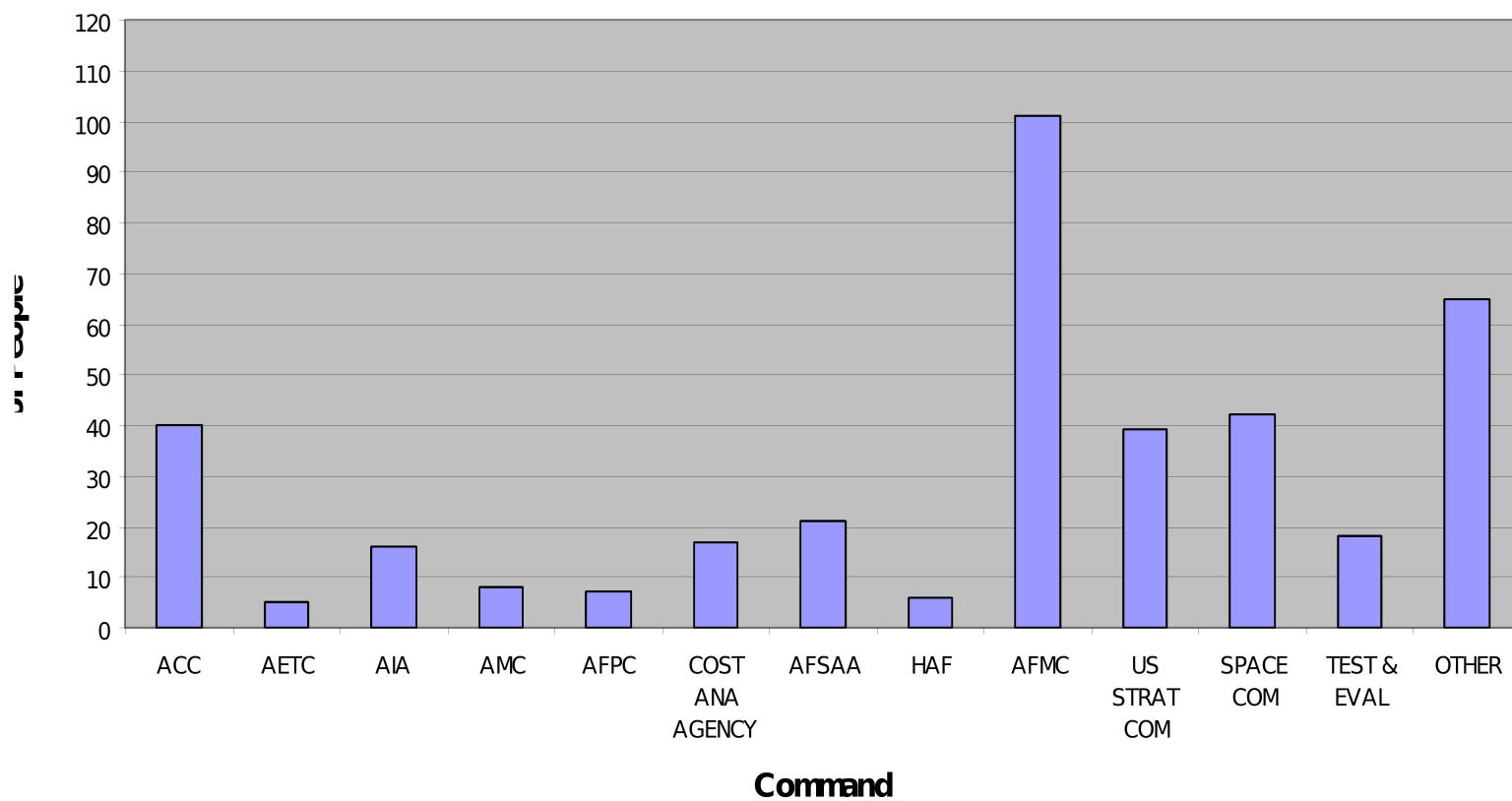
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1515s By Command



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Job Analysis Promotion Plan (PP)

- **S&E Promotion Plans for centrally managed positions are developed by SECFMT functionalists**
- **90% of PP based on Required Skills of the Job being filled**
- **10% of PP based on Organization Functional Account Code Or Supervisory Position (AF Sup Levels 1,2,3,4)**
- **People with all “skills of the job” from the position description (PD) are the top ranked**



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PALACE Acquire (PAQ)

Interns

- **PALACE Acquire Established to Recruit Entry Level S&E's**
- **PAQ Intern Requirements Established by MAJCOMs**
 - **With Local Input**
 - **FY05 Requirements Call has been Released (86 Allocations)**
- **AFPC/DPK sets Yearly PAQ Hiring Allocations**
- **DPKR & DPKCW Advertise, Recruit and Hire**
 - **Supervisors are Encouraged to Talk to Candidates**
- **Position is Centrally Funded Until Completion as GS-12**
- **Local Organization Must Provide Permanent Follow-on Position for Employee**
- **PAQ Website:**
www.afpc.randolph.af.mil/cp/secp/palacq.htm



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PAQ 3-Year Interns

■ **Candidate Requirements:**

- **BS in Engineering or Science**
- **GPA > 3.05, GRE > 1000**

■ **Program Description**

- **GS-7: 1 Year OJT**
- **GS-9: 1 Year Graduate School**
- **GS-11: 1 Year OJT**
- **Graduation to GS-12 (with 2 Years Additional Obligation)**



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PAQ 2-Year Interns

■ Requirements

- **MS in Engineering or Science (no GPA Requirement)**
- **Or BS and 1 Year Creditable Experience**

■ Program Description

- **GS-9 (at Management Discretion): 1 Year OJT**
- **GS-11: 1 Year OJT**
- **Graduation to GS-12**

(No Additional Service Obligation if not Sent to School)



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Training

OPM Management Development Center (MDC)

Courses

■ SECP Pays Cost of Course, Room & Board

- **Budget Approximately 40 Courses @ \$3,670 Each**
- **Owning Organization Pays Travel**
- **Limit of One Every Two Years**

Seminar for New Managers	AAA	GS-13
Leadership Assessment Program	AMC	GS-13
Management Development Seminar	AAL	GS-14
Management Assessment Program	ABU	GS-14
Executive Development Seminar	AAM	GS-15
Executive Assessment Program	AD8	GS-15
Science, Technology & Pub Policy	AAI	GS-14/15
National Security Policy	AAQ	GS-13/15

www.afpc.randolph.af.mil/cp/dpkd/guide/programs/secp.htm

www.leadership.opm.gov/courselist.cfm



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Training

Civilian Competitive Development Program (CCDP)

- **CCDP was Previously Called AF Wide Long Term Training (LTT)**
 - Managed by AFPC/DPKD
 - POC is Cyndee Guevara, DSN 665-2524
- **CCDP Supports**
 - In Residence PME - ACSC, AWC, ICAF, NWC
 - Long Term Academic and Experiential Programs - Harvard, MIT, Stanford Sloan
 - Short Term Executive Programs - (Managed by AFSLMO)
- **SECP Tracks and Works Outplacement From CCDP for S&E's**
 - SAF/AQR, Mr Jim Engle is Outplacement Champion
 - Policy Council Agenda Item
 - Senior Functional Mentoring/Assistance

<http://www.afpc.randolph.af.mil/cp/DPKD/CCDP/Default.htm>



Tuition Assistance (TA)

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- **SECP TA for GS-12 & Above**
- **Funding Support For Qualified Employees**
 - **100% Tuition Cost Paid By SECP**
 - **Lifetime Maximum Masters \$12K, PhD \$24K**
 - **Degrees Are Not Guaranteed. Funding Is On A Course By Course Basis Depending On Availability of Funds**
 - **Books and Unrelated Fees Not Covered**
 - **Must Be An Accredited University**
<http://chea.org/institutions/search.cfm>
- **Course Types**
 - **Graduate Degree Seeking (Technical Masters, Technical Management Masters, Technical PhD)**
 - **Continuing Education (Limited to 1/yr, Grad or Undergrad)**
 - **Acquisition Corps Eligibility (MBA or other Business)**
- **Availability of Funds**
 - **Subject to SECP FY Training Budget**
call DSN 665-2252 ext 3123 for further details



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Robust Recruiting

- **Requirement to improve AF civilian S&E recruiting efforts identified from S&E Summits I and II**
- **\$1.5 M approved for effort per year from FY03 - FY07**
- **SAF/AQRE specified need to coordinate MAJCOM recruiting activities and develop annual recruiting plan.**
- **SECP delegated responsibility to coordinate effort**
- **SECP executing spend plan with SAF/AQRE**
 - **Developing S&E recruiting website**
 - **Developing Applicant Tracking System for S&E Palace Acquire**
 - **Pay for Placement Web advertising**
 - **Recruiting and booth space at national S&E diversity recruiting events**
 - **Professional Selling (recruiting) Skills training**
 - **Special Promotional Items**



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Career Broadening (CB)

- **Central Salary Account funded**
- **Centrally advertised, locally selected**
- **Primary method for S&Es to gain functional, organizational and geographic diversity**
- **Initiatives**
 - **Expand the number of positions**
 - **Establish new GS-13/14 positions**
 - **Involve senior leadership in selections and assignments**



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Career Broadening (CB)

■ **Expand the Number of CB Positions**

- **Seventeen new SECFMT positions from AF Funding approved for FY06 - FY11**
 - **Five will be filled in FY05**
- **Emphasize Functional, Organizational, Geographic diversity**
 - **Market mobility of people**
 - **PCS as appropriate**
- **2-3 year terms**



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Employee Tips

- **Register for CANS/review AFPC Job website**
- **Register for List Server/newsletter!**
- **Utilize SECFMT's career counseling services**
- **Nominate for Internal Announcements**
- **Review Your Self-Nomination Status Frequently**
- **Ensure Your Career Brief/Skill Codes are Correct, Current, and Complete**
- **Have a Resume Ready - Selecting Supervisor May Request One if You Make the Certificate**
- **Get your Career Brief Online!**



SECFMT Contact Information

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■ **Website:**

<http://www.afpc.randolph.af.mil/cp/secp>

■ **Subscribe to SECFMT List Server for
Newsletter and Bulletins!**

<http://www.afpc.randolph.af.mil/lists.htm>

■ **E-mail: SECP@Randolph.af.mil**

■ **Phone: DSN 665-2252 or 2756**

■ **FAX: DSN 565-3330**



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BACK UP



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1520, 1529, & 1530 Occupational Series

1520 - Mathematician

- **Total = 91 people**
- **S&E Centrally Managed = 15 people**

1529 - Mathematical Statistician

- **Total 1530s = 5 people**
- **S&E Centrally Managed 1530s = 1 person**

1530 - Statistician

- **Total 1520s = 11 people**
- **S&E Centrally Managed 1520s = 2 people**



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1550 Occupational Series

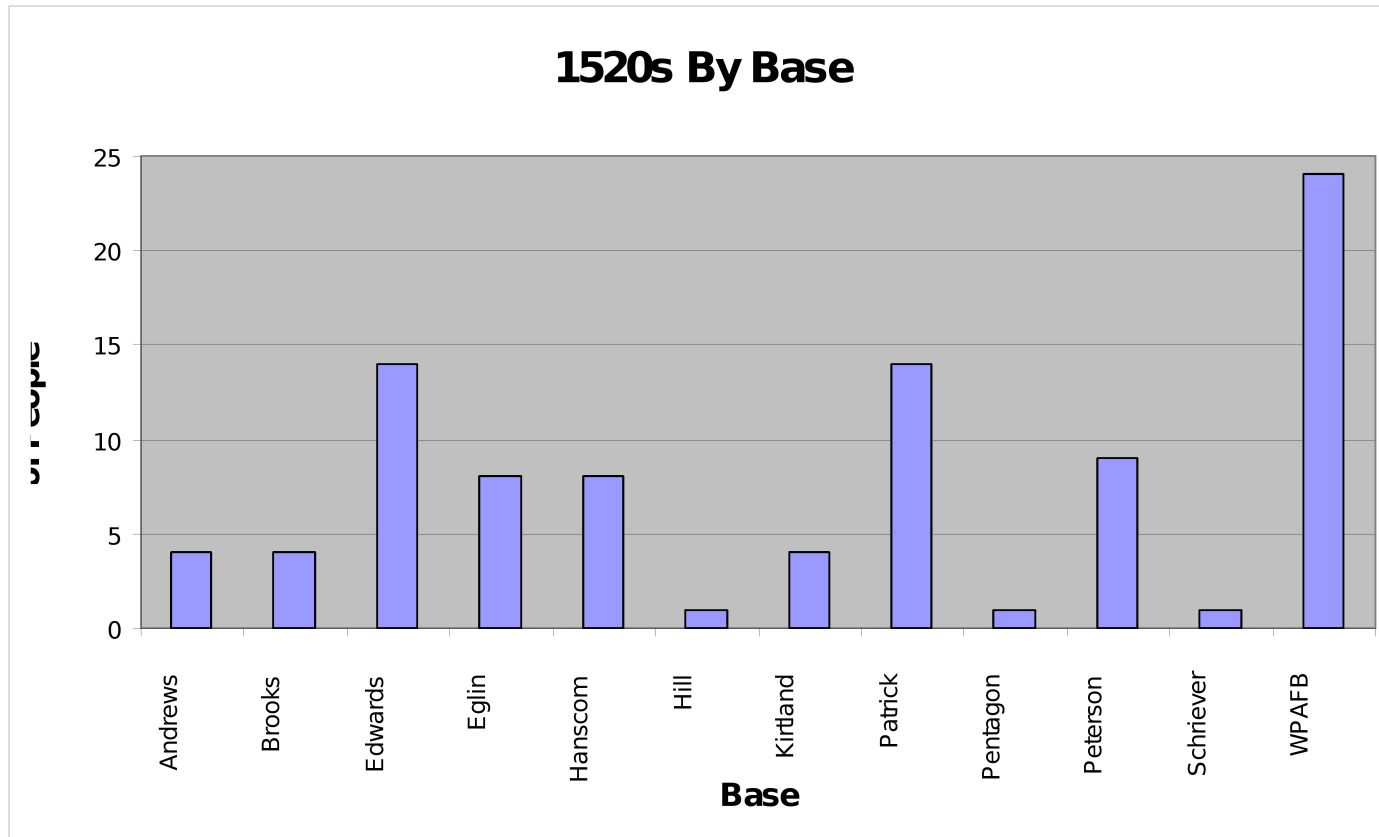
Computer Scientist

- **Total = 513 people**
 - **310 in S&E Focus group**
 - **203 in Comm-Info**

- **S&E Centrally Managed = 30 people**



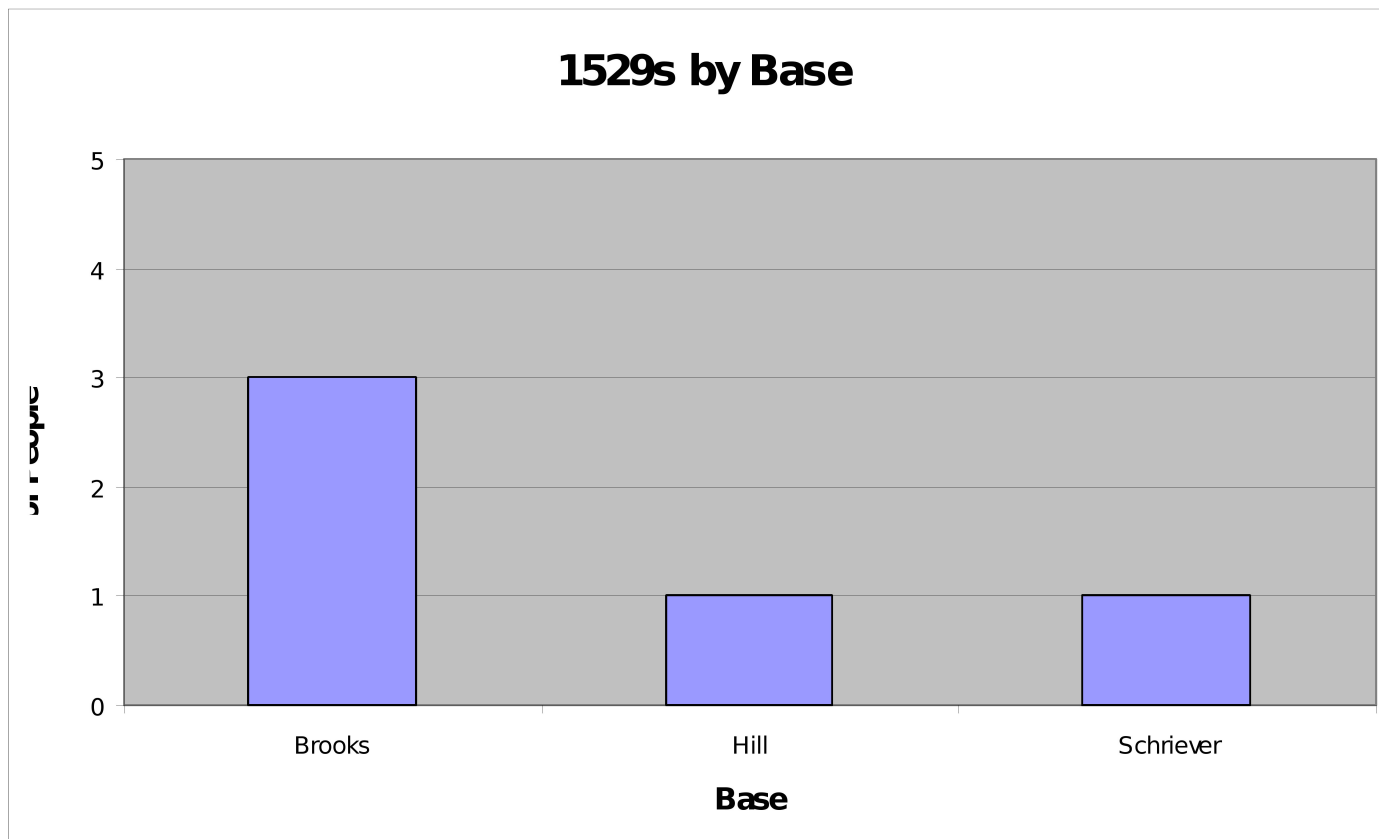
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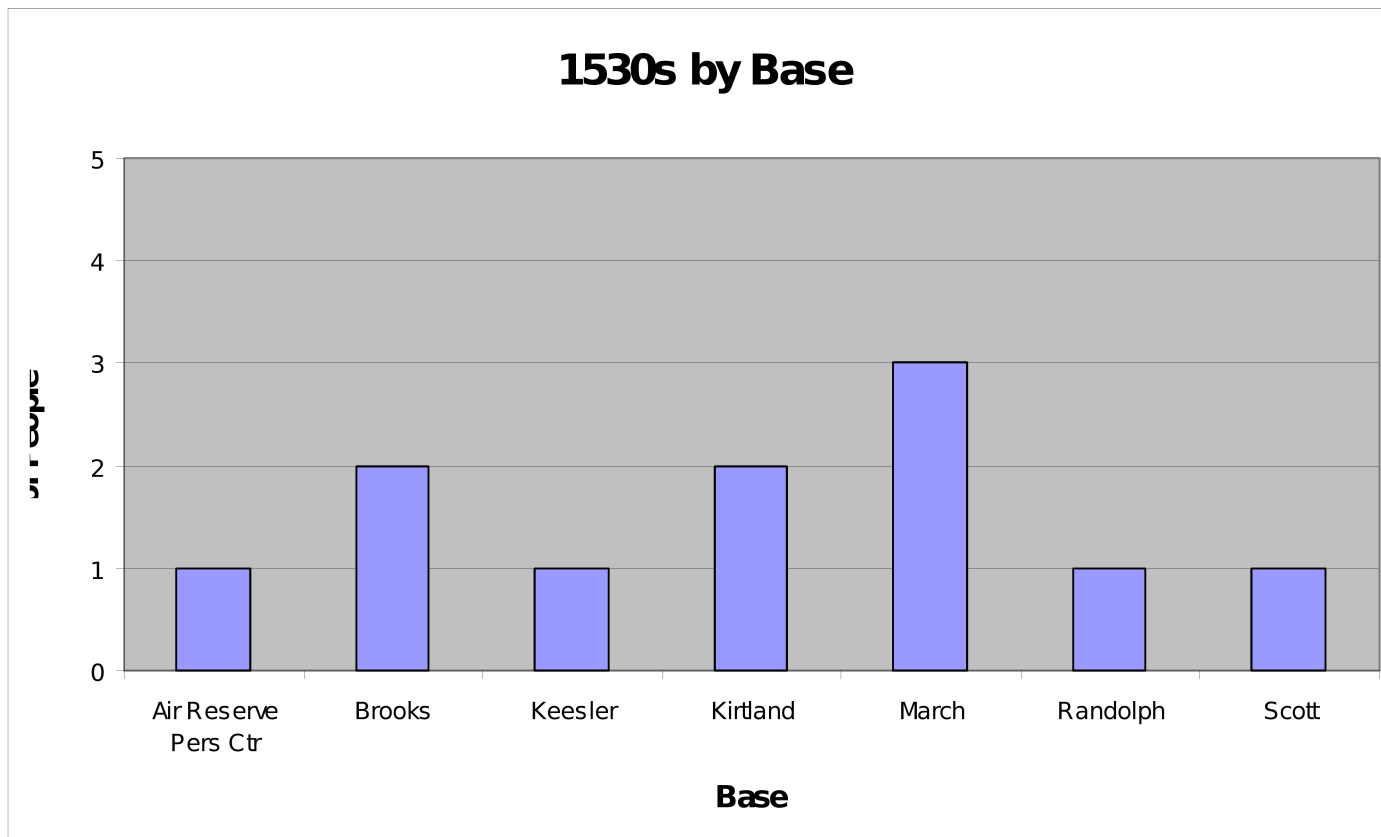


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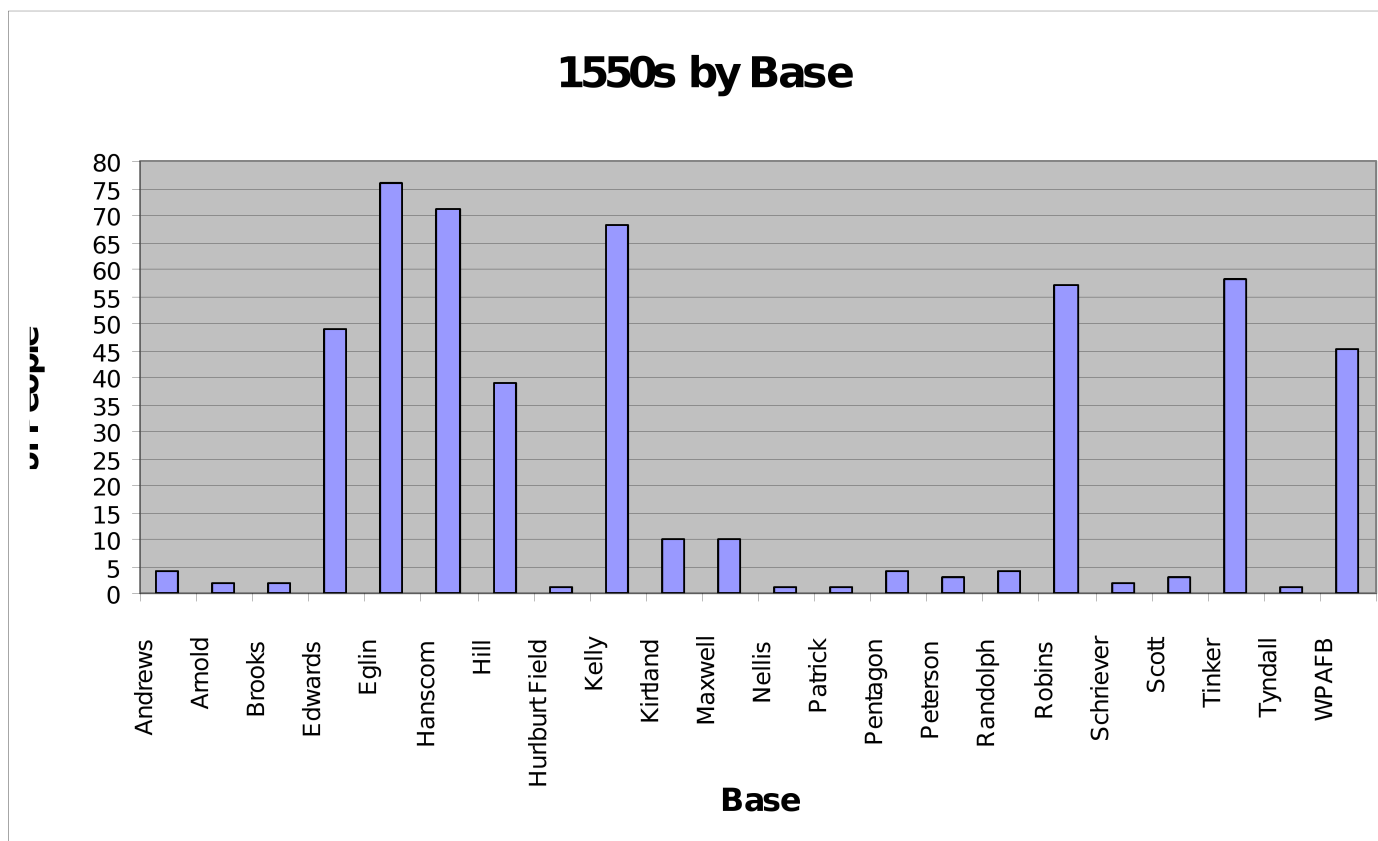


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